

PESTICIDE EDUCATIONAL RESOURCES COLLABORATIVE

1st Quarter Report: January 1, 2017 – March 31, 2017

Second Operational Year: 1/01/17 – 12/31/17

Cooperative Agreement # X8-83616301

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PERC

Pesticide Educational Resources Collaborative

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Sub-Awards, Contracts and Other Agreements

PERC’s Goal and Objective

The objective of the Pesticide Educational Resources Collaborative (PERC) is to implement the development, revision, or update of pesticide safety materials and resources that prevent and reduce pesticide risks to humans, communities, and ecosystems through education and outreach targeted toward agricultural workers, pesticide applicators, and others, through partners and stakeholders. This is complementary of the Environmental Protection Agency’s Strategic Plan, Goal 4: Ensuring the Safety of Chemicals and Preventing Pollution. Reduce the risk and increase the safety of chemicals and prevent pollution at the source.

PERC is a cooperative agreement (#X8-83616301) between the U.S. Environmental Protection Agency’s Office of Pesticide Programs and University of California Davis Extension, in collaboration with Oregon State University.

Submitted to:

U.S. Environmental Protection Agency
Office of Pesticide Programs

Submitted on April 28, 2017 by:

Suzanne Forsyth
PERC Administrator and Co-PI

Program Highlights and Summary

Suzanne Forsyth and Kaci Buhl attended the Association of American Pesticide Control Officials (AAPCO) 2017 Annual Conference in Alexandria, VA from March 5-8, 2017 and met with regional and national stakeholders and apprised them on the status of PERC projects, while seeking additional input on emerging priorities. An in-person meeting with the EPA Project Officer, Jeanne Kasai, was also held during these dates.

PERC's major activities will be informed and promoted by a diverse Advisory Board (AB) representing key groups of stakeholders from different geographic regions and sectors. They will represent their constituencies on needs of time-sensitive materials, participate in prioritization, review draft materials produced through the cooperative agreement, and promote finished products in their regions/sectors.

Using a national solicitation process to invite applications to serve, the following Advisory Board members were selected to serve for Project Year 2017:

1. Steve Antunes-Kenyon, Massachusetts Department of Agricultural Resources
2. Amy Bamber, Association of American Pesticide Control Officials
3. Lisa Blecker, University of California
4. Elizabeth Buffington, Iowa State University
5. Melanie Forti, Association of Farmworker Opportunity Programs
6. Dean Herzfeld, University of Minnesota Extension
7. Charles Moses, Nevada Department of Agriculture
8. Delia Rodriguez, Inter Tribal Council of Arizona
9. Derrick Terada, U.S. EPA Region 10
10. Jolene Warnke-Roszel, Montana Department of Agriculture
11. Rebecca Young, Farmworker Justice

Objectives and Deliverables

Objective 1: To manage or implement the development, revision and updating of pesticide safety materials to advance the protection of humans, communities, and ecosystems from pesticide illness and injury.

Measure A: Engagement with Stakeholders

Anticipated out-comes for Q1	Actual outcomes	Next quarter
Take advantage of opportunities to engage additional stakeholders.	On January 18, Kaci Buhl attended and highlighted PERC materials at the annual meeting of the Oregon Wine Growers Association in Salem.	Take advantage of opportunities to engage additional stakeholders.

	<p>On January 24, Kaci Buhl highlighted PERC materials at the NW Ag Show in Albany, OR, with about 300 people in attendance.</p> <p>Suzanne Forsyth and Kaci Buhl attended the 2017 Association of American Pesticide Control Officials (AAPCO) Annual Conference in Alexandria, VA from March 5-8, 2017. On March 7, PERC projects and objectives were presented to AAPCO members.</p> <p>Suzanne Forsyth administered the Tribal Pesticide Program Council (TPPC) meeting from March 8-10, 2017. Suzanne presented PERC projects and resources.</p>	
Attend two or more regional events re: C&T needs assessment.	Suzanne Forsyth and Kaci Buhl will be attending and facilitating resource sessions at the April 2017 PREP course focused on Certification & Training (C&T).	Attend PREP course in Q2.
Attend AAPCO annual meeting, and/or other national/regional forum(s), promote PERC materials and solicit needs information.	Suzanne Forsyth and Kaci Buhl attended Association of American Pesticide Control Officials (AAPCO) 2017 Annual Conference in Alexandria, VA on March 5-8, 2017. Presented PERC projects and objectives on March 7.	None anticipated
Join/monitor C&T working group(s) to solicit needs information.	<p>Suzanne Forsyth and Hannah Moore joined a C&T Final Rule Teleconference Discussion Forum organized by North Dakota State University, on January 30, 2017.</p> <p>Suzanne Forsyth and Kaci Buhl attended pre-training C&T webinars on March 3 and 23 in preparation of the April PREP course focused on C&T.</p>	None anticipated
Convene a needs-assessment workshop (in person) to facilitate collaborative prioritization of resource needs, to include catering.	Currently the C&T rule is under review due to new administration. Needs are not entirely clear as the final rule and implementation date are in flux.	Convene a needs-assessment workshop (in person) to facilitate collaborative prioritization of resource needs, to include catering.
Convene Advisory Board meetings in a way that builds community and comradery.	PERC communicated with the Advisory Board monthly, and the Co-Chairs facilitated introductions, information-sharing, and consideration of diverse perspectives.	Convene Advisory Board meeting(s) discuss state/regional needs / in a way that builds community.

Charge Advisory Board members with soliciting "needs" information from their represented constituencies.	Project year 2017 Advisory Board members were solicited with C&T expertise and experience as a high consideration in anticipation of rule implementation.	Seek a time slot on the PACT workshop agenda or other national forums(s) to promote PERC materials and/or solicit needs information.
Publish a solicitation for Year 2 Advisory Board members, to be seated by March 31 st .	Advisory Board solicitation was published on January 23, applications were scored based on qualifications, and acceptances were sent on March 30. The Project Year 2017 Advisory Board consists of individuals from different regions and knowledge/expertise in WPS and C&T.	Induct year 2017 Advisory Board Members; discuss state/regional needs.

Measure B: Approval of Materials

Anticipated outcomes for Q1	Actual outcomes	Next quarter
Evaluate all fast-track proposals within two weeks.	Fast track items considered in Quarter 1 included the Spanish Translation of the Train-the-Trainer PowerPoint (ahead of the manual translation), assisting with the formatting of a seed treatment manual, and creation of an Exam Bank for seed treatment.	Evaluate all fast-track proposals within two weeks.
None anticipated	PERC will finalize the list of green-lighted projects in Wave 2.	Finalize the list of green- lighted materials that will be produced in Wave 2.

Measure C: Policies/Procedures

Anticipated outcomes for Q1	Actual outcomes	Next quarter
Track the number of new and/or updated PERC policies and procedures	<p>Updated PERC policy regarding post-publication changes to PERC documents/materials:</p> <p>Recognizing the costs (monetary, confusion, version control, etc.) of making changes to previously-published materials, they will typically be considered only when the revision will certainly impact human health, pollution prevention, and/or regulatory compliance.</p> <p>The PERC Director and Deputy Director will seek input from Advisory Board members and others, as needed, before making a decision about whether or not to embark on post-publication changes to PERC documents/materials.</p>	Track the number of new and/or updated PERC policies and procedures

Measure D: Technical and Professional Experts

Anticipated out-comes for Q1	Actual outcomes	Next quarter
Distribute solicitations for Year 2 Advisory Board members.	A solicitation was published on January 23 and sent to all PERC lists and national pesticide groups, including AAPSE, APPCO and AFOP.	Finalize agreements with Year 2 Advisory Board members.
Track the number and nature of SMEs and/or production professionals retained through fast-track procedures.	On the Spanish translation of the Train the Trainer PowerPoint, Jennifer Weber performed the original translation and incorporated the review feedback from bilingual reviewers, Melanie Forti, Juan Concha, Antonio Escobar, and Ricardo Davalos. All persons mentioned above are subject matter experts (SMEs).	Track the number and nature of SMEs and/or production professionals retained through fast-track procedures.

Measure E: Financial Monitoring of Contractors & Sub awardees

Anticipated out-comes for Q1	Actual outcomes	Next quarter
Track the number of new and/or updated time-bound project plans.	<p>New projects approved by the Advisory Board for Quarter 1 included a Spanish translation of the Train-the-Trainer PowerPoint (ahead of the manual translation), assisting with the formatting of a seed treatment manual and creation of a seed treatment exam bank.</p> <p>The Central Posting project is on track for a Spring 2017 completion.</p> <p>The online Train-the-Trainer course was adjusted to a late Fall 2017 release date.</p>	Track the number of new and/or updated time-bound project plans.

Measure F: Materials Development

Anticipated out-comes for Q1	Actual outcomes	Next quarter
Track the number of new and/or updated (completed) educational resources.	<p>The WPS Compliance Suite, Central Posting project, and online Train-the-Trainer course are in progress.</p> <p>The Spanish Translation of Train-the-Trainer PowerPoint was begun in Quarter 1 and completed in Quarter 2. Posting to the PERC web is pending.</p>	Track the number of new and/or updated (completed) educational resources.

None anticipated	Not applicable at this time.	Track the number of Wave 1 materials that may be incomplete by June 30th when Wave 2 will be initiated.
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Objective 2: To enhance the capabilities of partners and stakeholders to develop and implement programs/activities that prevent and reduce pesticide risks to humans, communities, and ecosystems.

Measure A: Materials for Modification & Transfer

Anticipated out-comes for Q1	Actual outcomes	Next quarter
Make modifiable versions of new PERC materials available 100% of the time when produced in Adobe InDesign or the Microsoft Office Suite.	PERC WPS materials are available in a format that can be modified by the individual to fit their particular region's needs.	Make modifiable versions of new PERC materials available 100% of the time when produced in Adobe InDesign or the Microsoft Office Suite.

Measure B: Inventory of Resources

Anticipated out-comes for Q1	Actual outcomes	Next quarter
Maintain the inventory of training resources on the PERC website by adding new items as identified, removing outdated items as requested, and responding to stakeholder needs.	Ongoing management of training resources continues.	Maintain the inventory of training resources on the PERC website by adding new items as identified, removing outdated items as requested, and responding to stakeholder needs.

Measure C: PERC Website

Anticipated out-comes for Q1	Actual outcomes	Next quarter
Maintain the PERC website, including the status page (quarterly).	Ongoing management of the PERC website continues.	Maintain the PERC website, including the status page (quarterly).

Measure D: Planning and Reporting

Anticipated out-comes for Q1	Actual outcomes	Next quarter
Submit quarterly reports within 30 days of the close of the quarter	<p>The fourth quarterly and annual report for Year One was submitted within 30 days of the close of the quarter on January 31, 2017. It was amended and resubmitted on February 16, 2017.</p> <p>This quarterly report includes a summary of expenditures, purchases, and other fiscal activities; a side-by-side comparison of actual accomplishments vs. project accomplishments; proposed timelines/milestones.</p>	Submit quarterly reports within 30 days of the close of the quarter.

Measure E: Capacity Building

Anticipated out-comes for Q1	Actual outcomes	Next quarter
Take advantage of efficient opportunities to engage additional stakeholders.	<p>Suzanne Forsyth and Kaci Buhl attended Association of American Pesticide Control Officials (AAPCO) 2017 Annual Conference in Alexandria, VA on March 5-8, 2017. Presented PERC projects and objectives on March 7.</p> <p>Suzanne Forsyth presented at the March 2017 Tribal Pesticide Program Council (TPPC) Meeting March 8-10, 2017 and discussed various PERC projects and resources.</p>	Take advantage of efficient opportunities to engage additional stakeholders.
Convene Advisory Board meetings in a way that builds community and comradery.	PERC communicated with the Advisory Board monthly, and the Co-Chairs facilitated introductions, information-sharing, and consideration of diverse perspectives.	Convene Advisory Board meetings in a way that builds community and comradery.

Objective 3: To protect humans, communities and ecosystems from illness and injury caused by exposure to pesticides through education and outreach targeted toward agricultural workers, pesticide applicators, handlers, and others.

Measure A: Plain Language and Literacy Levels

Anticipated out-comes for Q1	Actual outcomes	Next quarter
100% of materials should meet goals appropriate for the identified target audience, which may include trainers (12th grade reading level), trained professionals (10th grade reading level), the general public (8th grade reading level) or other types of user groups. Occasionally, the time-sensitive nature of the resource may make reading-level modifications untenable.	The Central Posting project has been written, both in English and Spanish, to meet the 8 th grade reading level goal.	100% of materials should meet goals appropriate for the identified target audience, which may include trainers (12th grade reading level), trained professionals (10th grade reading level), the general public (8th grade reading level) or other types of user groups. Occasionally, the time-sensitive nature of the resource may make reading-level modifications untenable.

Measure B: Formats of Materials

Anticipated out-comes for Q1	Actual outcomes	Next quarter
PERC and its project teams will evaluate the need to duplicate any materials produced, considering the potential need for indoor/outdoor settings, language needs, and/or visual representations. If one of these duplications is large in scope, it would have to be prioritized	The Spanish translation of the Train the Trainer PowerPoints were approved for fast track by the Advisory Board as it was determined to have a greater immediate delivery need than the Spanish translation of the Train the Trainer Manual. The latter is still planned for 2017 but will occur after the PPT translation.	PERC and its project teams will evaluate the need to duplicate any materials produced, considering the potential need for indoor/outdoor settings, language needs, and/or visual representations. If one of these duplications is large in scope, it would have to be

(green-lighted) by the Advisory Board, and a project plan created.		prioritized (green-lighted) by the Advisory Board, and a project plan created.
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Measure C: Material Format and Availability

Anticipated out-comes for Q1	Actual outcomes	Next quarter
Summarize the items completed by PERC and through PERC collaborations, identifying the method of accessibility for stakeholders	<p>Central Posting and the Online Train the Trainer projects are in progress.</p> <p>PERC in an ongoing collaboration with NPSEC, will have the Train the Trainer manual available for purchase in Quarter Two.</p>	Summarize the items completed by PERC and through PERC collaborations, identifying the method of accessibility for stakeholders

Measure D: Promotion of Materials

Anticipated out-comes for Q1	Actual outcomes	Next quarter
Take advantage of efficient opportunities to engage additional stakeholders.	<p>Suzanne Forsyth and Kaci Buhl attended Association of American Pesticide Control Officials (AAPCO) 2017 Annual Conference in Alexandria, VA on March 5-8, 2017. Presented PERC projects and objectives on March 7.</p> <p>Suzanne Forsyth presented at the March 2017 Tribal Pesticide Program Council (TPPC) Meeting March 8-10, 2017 and discussed various PERC projects and resources.</p>	Take advantage of efficient opportunities to engage additional stakeholders.

Promote PERC at the annual AAPCO meeting	Suzanne Forsyth and Kaci Buhl attended Association of American Pesticide Control Officials (AAPCO) 2017 Annual Conference in Alexandria, VA on March 5-8, 2017. Presented PERC projects and objectives on March 7.	
Use an email distribution list or lists for individuals interested in WPS materials assembled and/or produced by PERC	Ongoing management of email lists continues. Current subscriptions to the PERC lists serves is as follows: percupdates: 205 perc-agemploy: 14 perc-handlers: 11 perc-workers: 12 perc-trainers: 38	Use an email distribution list or lists for individuals interested in WPS materials assembled and/or produced by PERC

Difficulties and Departures

PERC recognizes the tremendous demands on the Certification & Worker Protection Branch team and remains grateful for their support and engagement in creating PERC resources. Admittedly, this demand is partly the result of the C&T changes being published has created a bit of a backlog in having EPA review the needed documents which will comprise the highly anticipated Compliance Suite to be housed on the PERC website. We hope to be able to achieve a timelier workflow with EPA on this in Qtr 2.

Sub-Awards, Contracts and Other Agreements

As part of its project proposal, UCDE named Oregon State University as a collaborator and therefore was not required to compete this subaward further. Dr. Craig Marcus and Kaci Buhl now serve as co-PIs. Under Kaci's direction, OSU helped to create publications/documents identified through PERC needs assessments, wrote publications/documents on topics that fell within existing areas of expertise, built, housed and maintained the PERC website, and developed and maintained an inventory of existing pesticide safety materials. The total amount of this subaward in Project Year 2017 for 1/1/17 through 3/3/17 is pending receipt of their invoice. The total for Project Year 2017 is not expected to exceed the negotiated \$125,000 amount.

Quarterly Budget Expenditures – Project Year 2017

Quarter 1: January 1, 2017 – March 31, 2017

Project Year 2017	Qtr 1 Actual	Budgeted Annual	% Used of Annual
A. Personnel	\$19,774	\$97,341	20.31%
B. Fringe Benefits	\$10,602	\$43,364	24.45%
C. Travel	\$0	\$23,132	0%
D. Equipment	\$0	\$0	--
E. Supplies	\$8	\$1,000	0.08%
F. Contractual	\$12,707	\$300,000	4.24%
G. Construction	\$0	\$0	--
H. Other	\$6,850	\$206,830	3.31%
Total Direct Costs	\$49,941	\$671,667	7.43%
Total Modified Direct Costs (MTDC)	\$49,941	\$546,667	9.13%
Indirect Costs (based on MTDC)	\$24,971	\$273,333	9.13%
	\$74,912	\$945,000	7.93%

Resources used during the first quarter of Project Year 2017 amount to \$74,912, representing nearly 8% of the total annual budget of \$945,000. UCDE expects a few remaining Q1 items to post. These additional direct expenses will be reflected in the next quarterly report. Lastly, UCDE will finalize the total of the unexpected funds from Project Year 2016 to carryover to Project year 2017 and will submit a revised budget in May 2017.